

4 August 1970

MEMORANDUM FOR THE RECORD

SUBJECT: Language Development Program

PROJECT: Poland

STATINTL A meeting of the Language Development Committee was held on 30 July 1970. In attendance were [redacted]

STATINTL [redacted]

[redacted] representing the Office of Computer Services.

STATINTL The primary purpose of the meeting was to hear a briefing given by [redacted]. The briefing concerned the content and use of the Language Control Register (LCR) and the presentation of the new Position Language Control form and associated input procedures handbook.

During the presentation, the topic of general position language requirements was discussed. It was decided by the members of the Language Development Committee that language requirements of a general nature will be identified only in the recap portion of the LCR and no longer associated with a position. Headquarters Regulation 18-3 will be changed to reflect the same. OCS will write the necessary maintenance program for the purpose of removing those general position language requirements already contained on the T/O master file.

STATINTL [redacted] proposed that the preparation of the Form 261 reflecting language requirements be eliminated. He stated that the reasons for this proposal were that the Form 261 serves no useful purpose within the Language Development Program, that the preparation of this form was wasteful and a duplication of effort, and that the coding of the language requirements could be more easily and accurately accomplished thru the utilization of the new Position Language Control input form. [redacted], Position Management and Compensation Division/OP, stated

that he did not know whether the preparation of the Form 261 could or should be eliminated at this time. No further action was taken on the proposal until [redacted] reports back to the Language Development Committee.

STATINTL

The Language Development Committee requested OCS to investigate the feasibility of producing a report indicating the DDS language requirements for support officer positions assigned to DDP components. [REDACTED] stated that OCS will investigate the matter and report back to the Language Development Committee.

STATINTL

The Office of Training (OTR) will reproduce the Position Language Control Handbook after making the necessary changes to reflect the general language requirements. OTR will also give future briefings to the operating officials that will be formulating language requirements for the various components. The Viewgraphs and associated material utilized at the briefing has been given to OTR for that purpose.

STATINTL

**Systems Analyst  
Human Resources System**

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM  
Approved For Release 2001/07/30 : CIA-RDP78-O7181R000200040025-6

UNCLASSIFIED CONFIDENTIAL SECRET

### OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Bill	8/4/70	A
2	Mary	8/4/70	Mo
3	Lloyd	8/5/70	LT
4	Marty	8/5/70	MK
5	Harry	8/5/70	JHR
6	Carl		CB
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE

#### Remarks:

I know willing to make a small  
wager on the last 9 -

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO. DATE

UNCL Approved For Release 2001/07/30 : CIA-RDP78-O7181R000200040025-6